

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Operations Clerk

PAY PLAN/SERIES/LEVEL - NF-0303-2

MAJOR DUTY DESCRIPTION:

Performs a variety of clerical and administrative duties in support of the operation for which assigned. Receives and acts on internal actions and requests. Receives maintenance or repair requests, prepares and oversees completion of work orders and purchases. Maintains property accountability records. Prepares issue, turn-in and other transaction documents for non-expendable property. Monitors budgetary expenses. Tracks work order status notifying supervisor of work orders that exceed set standards for completion. Receives telephone calls and visitors, provides required information from own knowledge and office files or refers callers to appropriate person. Follows up with guest on status of emergency work orders. Types various correspondence and reports. Tabulates statistical data into final format. Gathers data and documentation for special projects and prepares briefing support materials. Establishes, maintains or controls suspense logs.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.

QUALIFICATION REQUIREMENTS:

Basic computer and math skills and clerical or administrative work experience, which indicates the ability to perform the duties as described above. Must be able to type 40 words per minute.